

Physics Division Walk-Around Checklist: Offices

List of offices for which this checklist was used: _____

Name of the person filling out the checklist: _____ Date: _____

Sat
Unsat
N/A

Report all hazard violations or concerns on the Walkaround_Violations sheets

Emergency Preparedness

- ☐ ☐ ☐ Has up-to-date emergency information been posted (nearby Emergency Response Guide, contact people & phone numbers on/by door)? Do employees know to call x7911 in emergencies?
- ☐ ☐ ☐ Are aisles, passageways, & exit doors unobstructed for > 28"? Is the area free of tripping hazards?
- ☐ ☐ ☐ Are bookcases (>3' high), filing cabinets (>3' high), and storage cabinets seismically braced? Are chains used to restrain items on shelves? Can anything fall and cause injury or impede egress?

Electrical Safety

- ☐ ☐ ☐ Are electrical panels clear with a 30" width and a 36" depth, and a free access path (28" width)?
- ☐ ☐ ☐ Are all electrical panels and individual breakers labeled and numbered?
- ☐ ☐ ☐ Do space heaters have a tip-over switch, and are the space heaters, coffee pots, fans, etc have a 3-wire cord and plug, or are labeled double-insulated?
- ☐ ☐ ☐ Are all receptacles and outlets in good condition?
- ☐ ☐ ☐ Are Ground Fault Circuit Interrupters (GFCIs) located on electrical outlets within 6' of water sources?
- ☐ ☐ ☐ Are power and extension cords in good condition (ground prong, jackets in good condition, no frayed insulation or exposed wiring, no evidence of modification)?
- ☐ ☐ ☐ Are extension cords used properly (not draped over furniture or fire sprinkler lines; appropriate for the load; taped down or covered with a bridge in walkways; not run through walls, ceilings, windows, floors, under mats, or across doorways; not attached to additional extension cords)?
- ☐ ☐ ☐ Are power strips in good condition? Are power strips being used properly (not daisy chained; no connected equipment over 600 Watts/5 amps, like heaters or cooking appliances)?

Ergonomics

- ☐ ☐ ☐ Does each chair or stool with wheels have a 5-legged base?
- ☐ ☐ ☐ Are computer workstations ergonomically configured to prevent repetitive stress injuries? Look for the obvious inadequate computer setup.
- ☐ ☐ ☐ Are computer workstation operators knowledgeable regarding ergonomically sound workstation design?
- ☐ ☐ ☐ Ask if the employee has any discomfort with using their setup.

